

CLAYTON-LE-WOODS PARISH COUNCIL

MINUTES OF THE ORDINARY MEETING HELD ON MONDAY 21 SEPTEMBER 2015 AT CLAYTON GREEN LIBRARY AT 7.30 PM

PRESENT: Councillor Ms J Cronshaw (Vice Chairman)
Councillor Mrs C Billouin
Councillor Mrs R Boyd
Councillor Mrs G Charlesworth
Councillor M Clifford
Councillor Mr S Cross
Councillor Mr A Cullens
Councillor Mrs M Cullens
Councillor Mr S Fenn
Councillor Ms M Mayson
Councillor Mr D Rogerson
Councillor Mrs E Whiteford

IN ATTENDANCE: Mrs TD Morris (Clerk)

MEMBERS OF THE PUBLIC: 4

ACTION

MEETING ARRANGEMENTS

As agreed at the previous meeting Vice Chairman Councillor Ms J Cronshaw would be chairing the meeting.

7459 APOLOGIES

Apologies were received and accepted from Councillors Ms C Bromilow and Mrs G Ormston.

7460 DECLARATION OF INTEREST

Councillor R Boyd declared an interest in **item 7465** regarding the erection of a handrail for Heritage Garden site.

7461 QUESTION AND ANSWER SESSION WITH POLICE

Councillor Cronshaw reported that the police had attended earlier in the evening, but could not attend the meeting proper.

There was a discussion regarding several issues which included:

- Speed Camera on Clayton Brook Road
- Vandalism on Cars

It was **RESOLVED** to write to the Chief Constable of Lancashire Police requesting that the police investigate these issues further.

Clerk

7462 PUBLIC PARTICIPATION

Tress Adjacent to 11 Stonehouse Green Clayton-le-Woods

The Vice Chairman welcomed Mr and Mrs F Turner to the meeting and Mr J Norris the parish Tree Warden.

Mr Norris gave a report regarding the 4 trees adjacent to the property.

After due consideration it was **RESOLVED** to request a report from Mr Alan Bothamley (Planning Officer) at Chorley Council.

Clerk

Mr and Mrs Turner left the meeting and Mr Norris was thanked for his continuing contribution to the parish.

7463 REPORT REGARDING TREES BACK LANE WOODS

Councillor E Whiteford reported that a resident at 56 Watkin Road had concerns regarding two sycamore trees at the back of their property. A Tree Surgeon had recommended that remedial work be undertaken.

After due consideration it was **RESOLVED** to request a report from Mr Alan Bothamley (Planning Officer) at Chorley Council.

Clerk

7464 MINUTES OF ORDINARY PARISH COUNCIL MEETING HELD ON MONDAY 24th AUGUST 2015

It was **RESOLVED** to accept the minutes of the meetings held on 24th August 2015 as a correct record subject to the following amendment:

Item 7446.5 It was proposed that the council continue to work with Plantscape Ltd as regards the provision of hanging baskets.

The Vice Chairman signed the minutes on behalf of the

council.

7465 MATTERS ARISING

The Clerk informed the Council that two benches had been replaced opposite the Skate Park.

It was noted that the closing date for the vacancy in the West Ward was on Friday 2nd October 2015

There was a discussion regarding the provision of a second handrail at the memorial garden and a query as regards a disclaimer sign for public liability insurance purposes.

It was agreed that the clerk continue to liaise with Lindsey Blackstock at Chorley Council.

7466 REPORT FROM PACT MEETINGS

The meeting was informed that there was a proposal to move the PACT meetings to an on line format in future.

The council will be kept up to date with any changes.

7467 REPORT FROM MANAGEMENT COMMITTEE

Councillor A Cullens reported that under delegated powers, the Management Committee had approved the inspection of the play area at Meadow Lane at a cost of £218.00 + VAT. This was due to it being missed in the first round of inspections.

7468 REPORT FROM FINANCE STAFFING AND BUILDINGS COMMITTEE

It was noted that the FSB committee will have to review the bank accounts due to the upper cover limit cover of £75,000 which was now applied on all deposits.

The committee were also investigating the minimum reserve level to be introduced in the next budget as advised by the Internal Auditor.

7469 DRAFT MINUTES OF THE COMMUNICATIONS COMMITTEE HELD ON 14th SEPTEMBER 2015

The draft minutes were noted by the council.

7470 PARISH COUNCIL MISSION STATEMENT

Councillor A Cullens stated that the Management Committee had drafted a 3 year Mission Statement for the Council which had been enclosed in the meeting paper. He invited any comments and ideas to be sent on to either himself or the clerk in due course.

**Chair/
Clerk**

7471 APPROVAL OF COMMITTEE TERMS OF REFERENCE

It was **RESLOVED** that the following Terms of Reference be approved for 2015/16

- Management Committee
- Finance Staffing and Buildings Committee
- Environment Committee
- Communications Committee
- Play Leisure and Welfare Committee

7472 PAPERLESS MEETINGS

Councillor A Cullens proposed that due to rising post and photocopying costs and environmental implications; that councillors who wish to can have their papers emailed to them.

It was **RESOLVED** that the clerk would email full council meeting papers to those who wished to work in that medium. Any councillor who wished to have paper copies would indicate their preferences to the clerk.

Clerk

7473 PARISH WALK

The dates scheduled were Saturday 10th October at 9.30am and Wednesday 14th October 2015 at 5.00pm.

Councillor E Whiteford would obtain the keys to the Community Bowling Club so that the council could view the premises.

**Cllr E
Whiteford**

7474 RE-SITING OFPOST OFFICE TO SPAR PRESTON ROAD

Councillor M Clifford informed the council that residents had raised concerns regarding the impact of Whittle-le-Woods post office being re-sited.

The parish council noted the concerns of the residents; however this was an issue which came under the remit of Whittle-le-Woods parish council and there were a number of

local post offices within the Clayton Parish.

7475 SPRING MEADOW POND PROJECT

The meeting were informed that a number of concerns had been raised by Chorley Council regarding the retrospective NEC short contract and the invoice which the parish council had received.

It was **RESOLVED** to write to the contractor Environments for People to raise the concerns of the Chorley Council and Parish Council and request that the contractor resubmit their invoice which had a number of figurative and typographical errors.

The parish council would review the resubmitted invoice in due course.

7476 REVIEW OF LENGHTSMENS PAY AND PENSION

7476.1 Pay Award

The Clerk informed the meeting of the annual pay increase of the Lengthsmen from £6.50 to £6.70 per hour with effect from 1st October 2015. It was noted that the wage bill would increase from £624 to £643.20 per 4 week period.

The official letter to the bank had been drafted ready for the signature by the Chairman and Clerk. Jobspec (Brothers of Charity) had been informed of and agreed with the changes.

It was **RESOLVED** to approve the pay increase of the Lengthsmen in line with the minimum wage increase with effect from 1st October 2015.

It was noted that the parish council would abide by the ruling of the 'living wage' £7.20 and consider the higher living rate for introduction in April 2016.

FSB

7476.2 Pension

The Meeting was informed that the parish council had to comply with the pension regulations by July 2016.

It was **RESOLVED** that the clerk investigate the provision of pensions for the six Lengthsmen and report back as soon as was practicable.

FSB

7477 ACCOUNTS FOR PAYMENT

The parish council were informed that the Vice Chairman and the Clerk checked and countersigned all the receipts/invoices,

salaries and HMRC payments prior to the full parish council meeting.

It was **RESOLVED** to approve the following accounts for payment:-

<u>Cheque No.</u>	<u>Accounts September 2015:-</u>	<u>£</u>
N/A	Lengthsmen (6no.) Salary (4 weeks' pay September 2015) Paid by Standing Order	624.00
N/A	Employee (1) Salary (September Monthly 2015) Paid by Standing Order	1168.05
004795	HMRC (NI and Tax) for August 2015	281.96
004796	LCC Room Hire August 2015 x 1	10.00
004797	SLCC Administration Fee for Job Evaluation of Clerk's post	200.00
004798	Rytetype Business Supplies Toner x 2, Ink Cartridge	75.97
004799	Weldbank Plastic Co Limited 2 x 200 waste bags	185.86
004800	DWG (NW) Ltd Routine Mowing (August)	215.40
004801	DWG (NW) Ltd Routine Mowing (September)	215.40
004802	RoSPA Annual Inspection 4 no. Play Areas	355.20
004803	Bedrock Landscapes Ltd Water Usage From Standpipe (1 months hire charge)	61.25
004804	Lancashire Training Partnership (Councillors Training x 3)	189.00
004805	Clerks Expenses June – September 2015	104.75
004806	Library Summer Project Stationery (To Be reimbursed to Mrs Jayne	

Total Expenditure September 2015	£3,711.34
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7478 PLANNING APPLICATIONS

It was **RESOLVED** that 'no comment' be made on the following planning applications:-

09/13/1075. Environment Act 1995. Application for scooping opinion for determination of conditions for permission 09/98/0049 for the winning and working of mineral. Clayton Hall Landfill Site.

15/00058/NEWDEV. Proposed Street names. Formerly Burrows Grass machinery Ltd, off Wigan Road to Hampton Grove.

15/00855/TPO. Oak Tree – removal of branch heading towards property main stem. 25 Lancaster Lane. (Forwarded to Tree warden for comment)

15/00749/FUL. Erection of a part front and part side extension linking the garage to the dwelling and incorporating a sunroom, including the insertion of a balcony. Implementation of a previously approved new access and driveway layout. (11/00314/FUL). 241 Preston Road.

7479 CORRESPONDENCE**7479.1 Letter from Resident Regarding Internet Speed/Provision** Clerk

It was requested that the clerk would respond to the resident that the speed of the internet was down to each individual provider.

7479.2 Letter from Resident Regarding Cam Cottage, Cam Lane Clerk

It was requested that the clerk respond to the resident pointing out that the road by the cottage was adopted and owned by the property owner and he was able to place any building materials etc. on the road.

7479.3 Letter from Whittle-le-Woods and Clayton-le-Woods War Memorial Committee Clerk

It was requested to accept a copy of the audited account from the Whittle-le-Woods and Clayton-le-Woods War Memorial Committee.

7479.4 LALC Annual General Meeting Saturday 7th November 2015

7479.5 The date of the meeting was noted by the parish council.

Expansion of Wild Flower Areas

Councillor J Cronshaw explained that there was advice available on where best to plant the wild flower areas. As this programme had received a positive response from the residents, it was proposed that the council consider expanding the provision next year.

It was agreed that the clerk investigate the programme with Councillor J Cronshaw and report back to the council in due course.

Clerk/Cllr
Cronshaw

7479.6

Request for Defibrillator Demonstration

Councillor Clifford proposed that the council investigate the provision of a localised portable defibrillator.

After due consideration the council requested that the clerk liaise with Councillor Clifford to investigate the current provision and costing and report back to the council in due course.

Clerk/Cllr
Clifford

7480 CONFIDENTIAL ITEMS

There were no items deemed confidential.

7481 DATE OF NEXT ORDINARY PARISH MEETING

It was **RESOLVED** that the next ordinary parish council meeting is to be held on **Monday 19th October 2015 at 7.30pm** at Clayton Green Library.

7482 DATES FOR NEXT COMMITTEE MEETINGS

- **FSB Committee** Monday 19th October 2015
- **PLW Committee** Monday 28th September 2015
- **Environment Committee** Monday 5th October 2015
- **Communications Committee** Monday 12th October 2015
- **Management Committee** Monday 28th September following PLW Committee

All
Members
for
Diaries